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## 1986 UNOPA Sixth Annual Sponsored Workshop, October

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### About UNOPA:

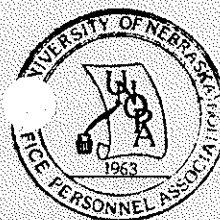
The University of Nebraska Office Personnel Association (UNOPA) is a University - sponsored organization at the University of Nebraska-Lincoln. As stated in the UNOPA constitution..."the purpose of this association shall be to elevate the standards of the educational secretaries and office personnel within the University of Nebraska-Lincoln to provide a finer understanding of the relationship between the University and the community so that even increasingly efficient service may be rendered to our educational system."

UNOPA is affiliated with the Nebraska Educational Office Personnel Association (NEOPA) and the National Association of Educational Office Personnel (NAEOP).

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### 1986-87 PROFESSIONAL GROWTH COMMITTEE

Kathy Ryan, Co-Chair	Curriculum and Instruction
Linda Olson, Co-Chair	Registration and Records
Dorothy Liska	Personnel
Marie Lovitt	Agricultural Communications
Lorraine Moon	Chemistry
Esther Ortiz	Agricultural Communications
Alta Phillips	Agricultural Engineering
Blythe Stickney	Agricultural Engineering
Ruth Ulmer	Agricultural Communications
Norma Weaver	Campus Activities and Programs



### SIXTH ANNUAL UNOPA SPONSORED WORKSHOP

Tuesday, October 28, 1986

East Campus Union

### MORNING SESSION:

"What You Know Best"

Dr. Clarice Ramsey  
9:00-10:00 a.m.

BREAK

10:00-10:15 a.m.

"Marketing Yourself"

Dr. Richard L. Fleming  
10:15-11:15 a.m.

Panel Discussion  
Question/Answer

11:15-11:45 a.m.

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### AFTERNOON SESSION:

"What You Know Best"

Dr. Clarice Ramsey  
1:30-2:30 p.m.

BREAK

2:30-2:45 p.m.

"Marketing Yourself"

Dr. Richard L. Fleming  
2:45-3:45 p.m.

Panel Discussion  
Question/Answer

3:45-4:30 p.m.

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Dr. Clarice Ramsey holds a BA degree in Sociology from Hastings College, and M.Ed and Ed.D degrees in Secondary Education from the University of Nebraska-Lincoln. She is a member of the Center for Curriculum and Instruction in Teachers College. Her chief focus is English Education. She teaches courses in reading, linguistics, literature for young adults and language methods and curriculum. She has taught numerous workshops including critical and creative thinking. She has attended national workshops on learning styles and thinking skills and has made presentations at state, regional and national conventions.

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Dr. Richard L. Fleming holds a B.Sc. degree in Agricultural Journalism from Kansas State University, and M.Sc. and Ph.D. degrees in Agricultural Economics and Adult and Continuing Education, respectively, from the University of Nebraska. He joined the University staff in 1956 as Assistant Extension Editor and has served as Director of University Information, Professor of Adult and Continuing Education, Assistant to the Chancellor and Head of the Department of Agricultural Communications. He is currently serving as Communications Specialist-Marketing, Professor of Agricultural Communications and Professor in the College of Journalism. He has taught various classes and conducted more than 60 workshops in communications and marketing in Nebraska and other states.

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Greetings and Introductions.....Kathy Ryan  
Professional Growth  
Co-Chair

Workshop Speaker.....Dr. Clarice Ramsey  
"What You Know Best"

The presenter will discuss the functions of the whole brain and its right and left hemispheres in the thinking process. Individual differences will be noted and ways to enhance creative and critical thinking will be demonstrated.

BREAK

Workshop Speaker .....Dr. Richard L. Fleming  
"Marketing Yourself"

What is marketing? Can I use it? Will it help me? How can I use it? These and other questions will be discussed at the Marketing Yourself portion of the workshop. We will find out how individuals can use the principles of marketing to reach goals in life. Then we will discuss some tips to put marketing to work for you.

PANEL DISCUSSION